

DEPARTMENT TRAINING OFFICERS
Action Planning Documentation
March 16, 2005

On the following pages you will find the documentation of the action planning workshop done for the DTO at your meeting of March 16, 2005.

Instructions for Next Steps:

- Sue Williams and Jan Spano have volunteered to provide initial leadership to ensure plan goes forward, contact them for any questions
- Leads, communicate with your teams ☺
- Leads, call first meeting and initiate your launch activity, notify the rest of the group of your action and success (motivation)
- Review overall alignment of activities, shift activities as necessary to support the overall work plan
- Identify permanent overall leadership to support and drive action plan
- Create a place for members to access action plan and to follow ongoing progress
- Be ready on June 8th to report your 1st quarter progress.

I enjoyed the opportunity to work with your DTO group. You all were focused & hard working participants. Congratulations on a job well done. Marlene

The LOCKWOOD Group
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Driving Question: What can we do within the next year to ensure that the DTO group has a clear and motivating direction?

Commitment: ▪Work groups create standards, ▪Resource Website – take to the next level, ▪ Make list-serve announcement on class vacancies, ▪Establish DTO Leadership, ▪Ways to announce our wins, ▪Committed advisory board, ▪Exciting purpose statement, ▪New name, ▪Support CPR workgroups, ▪Design share-pool, ▪Traveling training, ▪Invite one non-DTO person to meetings, ▪External Voice of support, ▪Internal DTO teach other DTO methodologies, ▪Voice of Advocacy, ▪Add membership/outreach person to board.

	MARCH – '05 Launch Activity	QTR 2 – '05	QTR 3 - 05	QTR 4 – 05	QTR 1 – 06 TF Victory
LEADERSHIP Lead: Sue Williams Swillia4@dhs.ca.gov	-Look for volunteers for leadership roles	-Establish guidelines for advisory Board Establish primary contact for "DTO" group -Increase # of DTO meetings from 4-6 per year	-Establish the succession process for DTO leadership		"DTO Running Smoothly"
STRATEGIC PLAN Lead: Deborah Derov	-Establish chair, set meeting dates, ground rules and plan of action	-Develop Strategic Plan for DTO -Generate ideas for new name reflecting mission & direction	-Draft policy guidelines→	→ →	"Strategic plan implemented for newly named DTO group"
ADVOCACY Lead: Becky Morales rmorales@dtsc.ea.gov	-Invite CPR to participate in TF - Develop Action Plan	-Long term leadership champion, CPR REGO alignment -Dev. Criteria for voice selection -Lead discussion to select voice	-Plan strategy for approaching voice - Short term = leadership champion State Librarian commitment -Select Reps to approach voice -Meet w/mgmt to obtain support for DTO -Form the "Association of State HRD Professionals"	-Partner w/ control agcy's ie. SPB/DPA -Publicize CPR member workgroups & what they want from us	"Governor issues Exec. Order in support of HR Development . . . appoints DTO as Leader"
COMM.&OUTREACH Lead: Betty White Betty.White@corr.ca.gov	-Establish monthly newsletter (WINS) - May	-Define wins -Make time "bragging" -Recognition at quarterly meetings	-Format for training announcement -		-Comprehensive development plan for trainers "Reestablish day-long training conference"
WEBSITE DEV. Lead: Carolyn Zeitter czeitter@library.ca.gov	--Develop guidelines for sharing resources April	-Appoint a Webmaster to design & maintain Website – April -Conduct Survey for Website Resources -Conduct Survey for Website Resources -Identify available	-Create better web tools for connecting and sharing -Become involved in DTO Website content		"Folks utilize the Website and are Joyous!!"

		resources			
RECRUITMENT & OUTREACH Lead: Kimberly Ponder ponderk@oig.ca.gov		-Duty Statement for outreach coordinator -Fill board outreach coordinator	-Design marketing plan to generate full participation	-Identify “selling points” to bring in non DTO folks eg. Personnel -Membership drive -Invite new employee to mtg	-Develop survey form re: attendance =identify talents – new blood “Commitment involvement DTO Dept YOU”

TASK FORCE – LEADS AND MEMBERS

LEADERSHIP: Sue Williams (lead), Jan Spano, Rolanda Gregory, Madeline Journey-Lynn

STRATEGIC PLAN: Deborah Derov (lead), Ree McLaughlin, Rolanda Gregory, Karyn Lombard, Cecilia Corral, Rhonda Morris

ADVOCACY: Becky Morales (lead), Travis McCann, Betty White, Sue Williams, Michelle Schmitt, Gloria Hargrove

COMM.& DEVELOPMENT: Betty White (lead), Jan Spano, Brenda Russell, Nancy Bourne, Deborah Derov

WEBSITE: Carolyn Zeitter (lead), Mary Wind, Ree McLaughlin, Vera Nicholas, Christina Edwards, Marie Fay, Brenda Russell

RECRUITMENT & OUTREACH: Kimberly Ponder (lead), Jill Somers, Susan Pitton, Ella Graham, Brenda Russell, Hua Chu

BACKUP DOCUMENTATION:

<p>VICTORY</p> <ul style="list-style-type: none"> - Gov presents award for changing the face of Workforce - Mangers taking mentoring role - Maximum participation - Existing employees feel support - Excited CPR teams have enough - Supervisor training done well and timely - Mangers are getting involved - So successful actually have clout - DTO website – resources in place - New employees feeling informed and supported - Meetings increase popularity require larger room - Employees receive more training without addt'l cost - Stepping outside boundaries, connecting in new ways - Sharing resources w/ local counties, - Partnering more then competing 	<p><u>Strengths</u></p> <ul style="list-style-type: none"> - numbers - on threshold of opportunity - brain power - diverse experience - talented individuals - subject matter experts - support & passion - ideas & desire - have advisory board - comm. website iin place - support of state library 	<p><u>Weaknesses</u></p> <ul style="list-style-type: none"> ▪ busy ▪ diversity ▪ overcommitted ▪ bureaucracy ▪ no funding ▪ attrition ▪ variable mgm't support ▪ leadership adv. board ▪ vagueness around direction ▪ not enough men
	<p><u>Benefits</u></p> <ul style="list-style-type: none"> ▪ fell good ▪ extension of team i'm on ▪ benefit to state of ca ▪ more competent workforce ▪ don't have to reinvent the wheel ▪ advantage to smaller depts. ▪ save money – out of shared resources ▪ consistency of content 	<p><u>Dangers</u></p> <ul style="list-style-type: none"> ▪ more work ▪ keeping it going ▪ other states want info ▪ lack of succession in place ▪ too high expectation ▪ conflict over vision and direction ▪ detriment to dept work in short term ▪ not enough copies of governor's award to go around